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WELCOME TO JOHN F. KENNEDY ELEMENTARY SCHOOL!
SCHOOL HOURS: 7:50 TO 2:27

On behalf of our entire school team, I would like to welcome you to John F. Kennedy Elementary School for the 2016-2017 school year. We extend a warm welcome to all returning families and to the new parents and students joining us this year.

This handbook contains important information about everything from our school's mission and success plan to policies and guidelines for responsible behaviour, dress code, and homework. **We ask you to please read it carefully with your child.** It is by understanding the school's mission and goals that you can best support your child. Parental support to the school goes a long way in helping our children become successful, happy, and responsible citizens. Please feel free to contact your child's teacher or the school if you have any questions or concerns. Together we're better!

Florence Delorme, Principal

This handbook belongs to:
This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____

POSTAL CODE _____ PHONE _____

STUDENT NO. _____ HOMEROOM _____



PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

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JOHN F. KENNEDY ELEMENTARY SCHOOL

MISSION STATEMENT



“All Students can learn and succeed but not on the same day and not in the same way.” (William Spady)

The mission of John F. Kennedy Elementary school is to create a community that provides a caring, compassionate and creative environment in which the individual learning and character development of all students is our primary goal. This learning includes all dimensions, intellectual, moral, social and physical. Our community incorporates everyone involved in the school: students, teachers, parents, staff and the larger community, all of whom have a stake in each child’s future as a productive citizen.

School Success Plan



Our school encourages the development of academic excellence by focusing on the following four goals:

1. Early and continued support for literacy will be used to ensure student success at all levels.
2. Create a safe, healthy school environment by establishing activities and practices, which emphasize learning over punishment and the development of social skills, while fostering a sense of community among all those involved with the school.
3. Involve students in their own learning and establish a multi-dimensional approach to student learning and evaluation.
4. Provide professional development and opportunities for employees and community members to participate in their own learning.

Parental Support



Education is a partnership that involves you, your children and our school team. Our caring and supporting team is committed to providing the best academic program for your child in a safe and fun learning environment. **Our school counts on you, as parents, to instill in your child, the value of education.** Some of the best ways to do this are by:

- Making sure that your child arrives at school on time and ready to learn.
- Helping your child with homework.
- Showing interest in your child’s school experience.
- Ensuring that your child does not bring toys or electronic devices to school.

Punctuality



All students are expected to be on time for school everyday. When students are late, they miss out on important instruction and it is very disruptive to the teacher and to the other students. The school doors open and supervision of students begins at 7:40 a.m. If you drive your child to school, please drop off your child at the school yard gate, **not the front door, for 7:40 a.m. Classes begin at 7:50 a.m. After 7:50 a.m. you will need to sign your child in at the front office and indicate the reason for the lateness.** Thank you for making sure that your child is punctual for school. **Classes end at 2:27 p.m.** If you are picking up your child at dismissal, please wait for your child at the school yard gate.

Absences



Children should stay home when they are sick and when they have fever. If your child is going to be absent, please report it before the beginning of class. You may call (450) 686-6292 and dial 1 to report an absence. Please mention student’s full name, homeroom and reason for being absent. Should a student be absent for more than three consecutive days, a medical note is required. Please try to schedule medical appointments outside of school hours. **Please refrain from planning family vacations when school is in session.** If vacations are taken when school is in session, teachers are not obligated to provide assignments in advance or give make-up tests or assignments.



Dress Code Policy

The Governing Board of our school has endorsed the maintenance of a dress code for all of our pupils. Parents and children report that this reduces daily wardrobe decision issues at home and removes problematic fashion competitions at school. Further, the code allows us to identify our students and create a safe environment for everyone.

All students are expected to dress in a neat, clean and appropriate fashion. Students are required to wear **plain white, navy, light gray tops** (polo, blouse, shirt or turtleneck). **All tops must have no writing or logos** other than the school logo and **navy blue bottoms** (pants, skirts or jumpers). **Sweaters, cardigans or vests must be plain white navy blue or light gray.** Physical Education dress code is white, navy or light gray tops with navy blue shorts or sweatpants. Should the dress code not be respected, parents may be contacted and asked to bring in appropriate clothing.

All students except kindergarten are required to change into a T-shirt and shorts or sweatpants for gym class.

NEW THIS SCHOOL YEAR: Each grade will have a grade color. Students will be permitted to wear a top with their grade color on the 1ST day of school which is Wednesday, August 31st, 2016 and on the last Wednesday of every month.

Kindergarten: Orange
Grade 1: Yellow

Grade 2: Red
Grade 3: Purple

Grade 4: Light Blue
Grade 5: Green

Grade 6: Black

Jeans, sweat pants, snap pants, spaghetti straps, halter tops and bare mid rifts, flip flops and high heel shoes are not accepted. Leggings must be worn with a long top to cover the buttocks.

Hair Cuts, Make-up and Jewelry



Please refrain from sending your child to school with shaved Mohawk haircuts and head-shaved designs. Very long bangs which cover the eyes are not appropriate. Students with long hair should keep their hair tied up to prevent head lice. Heavy make-up and big jewelry is not permitted. Your support and cooperation is greatly appreciated.

Library Policy



Your child will visit the school library once every cycle. Books are circulated for a period of one week and may be renewed by the student on or before the due date. We ask that your child return their library books the day before their class is scheduled to visit the library. Please note that overdue fines are not charged. **However, the student is required to pay for lost or damaged materials.**

Emergency Contact

In the event of any emergency at the school which requires us to contact parents, it is essential that we have home, work and cell numbers as well as the name and telephone number of a close-by relative. **It is essential that you inform the school office of any changes of telephone numbers.**

Changes to Afterschool Procedures

Please refrain from calling the school at the last minute regarding any pick up changes. If you absolutely need to make a change, please do so before 1h00 p.m. to avoid any mix-up at the end of the day.

School Cancellation Procedure

In the event that the school is closed, official notification will take place on the following radio stations: Global Quebec, CBC 88.5 - Radio One, The Beat 92.5 FM, CHOM 97.7 FM, CJAD 800 AM, Virgin 95.9 FM, CIME FM 103.5, CBC Radio Canada, Première Chaîne 95.1 FM, Radio Circulation 730 AM, CKOI 96.9 FM, 98.5 FM, Rouge FM 107.3, NRJ 94.3 FM, Rythme FM 105.7, Le Rythme des Laurentides 103.9 FM, M103.5 Lanaudière, TVA, Planète Luv 104.9 and 102.1, CTV. **School closure can also be verified by checking the schools website – www.swlauriersb.qc.ca**

Items not Permitted at School



The following items are not permitted at school. Cell phones, iPods, iPads, Digital Cameras and any electronic devices (Nintendo DS). Students should keep **all** toys at home. Should these items be brought to school, they will be confiscated. Parents may have to pick up the item at the school office.

Staying Safe on the Bus



It is important to follow the Bus Safety Rules!

- Stay seated at all times.
- Keep hands and objects away from windows.
- Always use polite language on the bus.
- Always use peaceful ways to resolve conflicts.

Note: If safe behaviour is not followed, bus tickets will be issued. Three bus tickets = three day suspension from the bus.

Authorization to Administer Medication



Should your child need to take medication during school hours, please have the Authorization to Administer Medication Form completed, signed and returned to the school office. Please contact the school office for the form. For the safety of all students, all medications should be kept at the office. **Please inform school office of any changes of information on your child's health record.**

Homework



Some teachers will communicate with parents thru class Dojo or Google classroom. This is a great way to keep-up with what's going on in the classroom. At John F. Kennedy we believe that parental involvement in homework is important for every child to meet their own learning potential. Students from grade one to grade six generally have homework everyday. Students may have up to thirty minutes of homework each day in grades one and two. Students in grades three and four may have up to forty-five minutes of homework each day. Students in grades five and six may have up to one hour of homework each day. **Please encourage your child to read on a daily basis.**

Homework is an integral part of the learning process and it is a fundamental key in helping our students prepare to become independent learners. Homework assignments enable students to practice what they have learned in class and help them to expand their core knowledge about a subject with additional reading or viewing and/or responding to questions.

School is an important part of our students' lives and parents can support this by actively monitoring and supervising homework and **signing the agenda on a regular basis.** Thank you for making sure that your child keeps up with all assignments.

Studying is one of the most essential aspects of learning and cannot be over-emphasized as it is an integral part of homework.

Sick children should be at home resting; therefore, teachers will provide catch-up work for a sick child when the child returns to school. In the case of a prolonged illness, please contact the office and we



will be happy to meet with you and develop an education plan for the duration of your child's absence from school.

Homework Help Tips

- Help your child to schedule time for study and written work.
- Help your child to find an appropriate place for homework away from distractions.
- Ask leading questions to help your child remember what has been taught and explained in class.
- Point out some of the errors that your child has made, but allow them to submit their own work to the teacher.
- You can log into the LEARN website for additional tutorial help. Learn username and password will be given to students. www.learnquebec.ca



John F. Kennedy Nutrition Statement

It is broadly accepted that there are strong links between nutrition, health and learning. Sound dietary choices benefit children because they provide the nutrition and energy that help to ensure steady growth as well as a healthy, active and long life. We believe that properly nourished children are better learners who are more capable of the focused application that is required to succeed in the daily challenges of life at school and at home. It is in this spirit that students are expected to bring snacks and lunches that are healthy. Recommended healthy snacks include fresh fruits, fresh vegetables, cheese and yogurt. **Please refrain from sending in snacks high in sugar, salt and fat.**

Canned and bottled soft drinks, chocolate bars, candies and chips (including nachos and related items) shall not be permitted during regular meal times and snacks. Similarly, fast food will not be permitted to be brought into the school.

Nut Free School



For the safety of children with severe allergies, we at John F. Kennedy Elementary School are striving to maintain a *Nut and Peanut Free Zone*. **Please do not send nuts, peanuts or nut/peanut products to the school.** These can include granola bars, Nutella or other spreads.

Tips to Help Prevent Bullying



John F. Kennedy has a zero tolerance policy for this type of behaviour. Bullying, harassment and/or violence whether physical, verbal or psychological is strictly forbidden. Bullying can be: physical (hitting), verbal (name calling, insults, threat, etc.) or relational (ignoring, excluding). Bullying takes place over a sustained period of time and usually involves the same student or group of students who threaten or actually cause physical or social harm. Bullying is an intentional activity in which a specific person is targeted repeatedly and leads to the victim feeling constantly threatened.

For students:

- Avoid unsupervised areas;
- Leave a "bad situation".
- Have at least one good friend.
- If something happens to you or someone else, make sure you tell a grown up, and try to support the student who is being bullied.

For Parents: (Warning signs that your child is bullied)

- Refuses to go to school and/or becomes withdrawn;
- Is hungry right after school;
- Has dishevelled, torn or missing clothing;
- Is sad or silent after phone calls or e-mails;
- Does something out of character;
- Has difficulty sleeping.

Should you become aware of a bullying incident, report it to the school.

Positive Behavior



We expect students to be respectful of themselves and others and to act in a safe and responsible manner. Parents have a large role to play in helping to teach their children responsible and respectful behaviour. We need everyone's cooperation to ensure that this school remains a peaceful and caring environment. Therefore, we ask parents to support us by reviewing the rights and responsibilities of our school and by discussing any incident of behaviour at school with your child. As well, talk to your child regularly about appropriate ways to behave in school, in the playground, and on the bus.

Our first priority is the **SAFETY** of all students. Every effort is made to ensure that every child is as safe as he or she would be at home. At no time will we allow any behaviour to compromise this priority.

Consequences

Our aim is to help all pupils accept their responsibilities in our school community and beyond. Consequences are meant to ensure safety and teach appropriate behaviour. Each student and each situation will be handled on an individual basis. Consequences could be one or more of the following:

Reflection - Recess or lunch period spent indoors writing reflection with a letter sent home and returned to school with a parent/guardian signature.

In-School Suspension – Students who are physically or verbally aggressive may be isolated for a day in the office or reflection room.

Behaviour Plan - A plan is drawn to address a pupil's specific behavioural challenges. These plans typically include a behaviour contract which outlines specific behaviour targets, school and home interventions, and a tracer to track student progress as well as consequences for non-compliance.

Reflection at Home (Suspension) – Students can be suspended for violent or abusive behaviour towards another student with the intent or result of harming another student. Students can be suspended for verbal or physical abuse towards adults. Serious or repeated breach of school rules may also result in suspension.

Removal from Activities - School administration, on the advice of school staff, may prohibit a student from participating in school activities such as carnival, fun day, field trips, etc. A parent may be asked to accompany their child on a field trip if the child is not able to cope with activities in an environment other than school. In these cases, parents must pay to accompany their child.

It must be understood by all that the best way to encourage good conduct in children is to have them appreciate the value of a supportive and non-threatening social environment. By reinforcing this understanding at home and at school, children can learn to recognize that we all have responsibilities in the preservation of the pleasant social environment that we share each day. Thank you for your support!

J.F.K. ELEMENTARY SCHOOL RIGHTS AND RESPONSIBILITIES STATEMENT

At JFK we have rights. We also have responsibilities which, when accepted, allow us and others to enjoy the rights we deserve.

The right to learn

- I will be punctual arriving at school and class.
- I will be responsible for my own learning.
- I will be prepared and ready to learn in each class.
- I will copy and complete assigned class and homework.
- I will cooperate with my classmates.
- I will cooperate with my teachers.

The right to feel safe

- I will maintain safe situations.
- I will walk in the halls.
- I will play peaceful games.
- I will keep dangerous or offensive objects out of the school.
- I will discourage others from throwing dangerous objects (stones, sticks, snowballs, etc.).
- I will discourage others from threatening people/bullying.
- I will discourage others from injuring the people's reputations (gossip or lies).
- I will discourage others from touching people aggressively (push, hit or kick).

The right to be respected and treated with dignity (self, others and school)

- I will dress according to the JFK dress code.
- I will not use vulgar and inappropriate language at school.
- I will have good table manners in the cafeteria.
- I will use a normal speaking voice while in school.
- I will discourage others from littering and chewing gum.
- I will discourage stealing and vandalism (including computers).
- I will respect all pupils at school.
- I will stay out of the activities of others.
- I will respect and cooperate with all adults at school.

I HAVE READ AND UNDERSTOOD THE CONTENTS OF THIS AGENDA.

Student Signature: _____

Parent/Guardian Signature: _____



John F. Kennedy Elementary School Song

CHORUS

Three cheers for J.F.K.
We are proud to salute our school
Whether at work or play,
Loyalty will be our rule!
Our traditions we'll all uphold
For our school, we'll be strong brave
and bold.
Wherever we roam, wherever we
stray,
We'll never forget J.F.K.

VERSE

Our school will play a major role
To help fulfill our destiny.
We'll work together heart soul
To make you proud, dear J.F.K.

CHORUS

Three cheers for J.F.K.
We are proud to salute our school
Whether at work or play,
Loyalty will be our rule!
Our traditions we'll all uphold
For our school, we'll be strong brave
and bold.
Wherever we roam, wherever we
stray,
We'll never forget J.F.K.



OH CANADA!

Oh Canada! Our home and native
land!
True patriot love in all thy sons
command.
With glowing hearts we see thee
rise.
The true north strong and free!
From far and wide, Oh Canada,
We stand on guard for thee.
God keep our land glorious and
free!
Oh Canada, we stand on guard for
thee.
Oh Canada, we stand on guard for
thee.

O Canada, terre de nos aïeux,
Ton front est ceint de fleurons
glorieux.
Car ton bras sait porter l'épée,
Il sait porter la croix.
Ton histoire est une épopée
Des plus brillants exploits
Et ta valeur, de foi trempée,
Protègera nos foyers et nos droits.
Protègera nos foyers et nos droits.



Earth Day Pledge

Because the Earth is our home
And needs help to survive,
I will do my best
To respect the earth
At all times!

